

RESOLUTION NO. 97-10

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE REORGANIZATION OF THE
ELECTRIC UTILITY DEPARTMENT

RESOLVED, that the Lodi City Council does hereby approve the class specifications and salary ranges for the following positions:

Construction/Maintenance Supervisor:

Step				
A	B	C	D	E
\$ 4254.38	\$ 4467.10	\$ 4690.47	\$ 4924.95	\$ 5171.22

This classification will be in the IBEW benefit group.

Electric Utility Management Administrator:

Step				
A	B	C	D	E
\$ 3032.17	\$ 3183.79	\$ 3342.96	\$ 3510.12	\$ 3685.64

This classification will be in the Mid-Management benefit group.

Manager, Business Planning and Marketing:

Step				
A	B	C	D	E
\$ 5500.17	\$ 5775.19	\$ 6063.92	\$ 6367.13	\$ 6685.48

This classification will be in the Mid-Management benefit group.

BE IT FURTHER RESOLVED, that the Lodi City Council does hereby approve the reclassifications of the following positions:

The reclassification of Electrical Engineer to Manager, Electric Services with the following salary range:

Step				
A	B	C	D	E
\$ 5500.17	\$ 5775.19	\$ 6063.92	\$ 6367.13	\$ 6685.48

This position will remain in the Mid-Management benefit group.

**The reclassification of Assistant Electric Utility Director to Manager,
Engineering and Operations, with the following salary range:**

Step				
A	B	C	D	E
\$ 5500.17	\$ 5775.19	\$ 6063.92	\$ 6367.13	\$ 6685.48

This position will remain in the Mid-Management benefit group.

**The reclassification of one Electrical Estimator position to Senior Electrical
Estimator with the following salary range:**

Step				
A	B	C	D	E
\$ 4254.38	\$ 4467.10	\$ 4690.47	\$ 4924.95	\$ 5171.22

This position will remain in the IBEW benefits group.

Dated: January 15, 1997


I hereby certify that Resolution No. 97-10 was passed and adopted by the City Council of the City of Lodi in a regular meeting held January 15, 1997 by the following vote:

AYES: Council Members - Land, Sieglock and Warner

NOES: Council Members - Mann

ABSENT: Council Members - None

ABSTAIN: Council Members - Pennino (Mayor)


JENNIFER M. PERRIN
City Clerk

CONSTRUCTION/MAINTENANCE SUPERVISOR

DEFINITION:

Under general direction, plans, assigns and directs the daily activities of the Construction/Maintenance Division of the Transmission/Distribution Systems in the Electric Utility Department. Provides administrative directions and technical assistance and training to division staff and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the Electric Foreman/Forewoman in that the Construction/Maintenance Supervisor is responsible for the daily operations of the Construction/Maintenance division, where the Foreman is responsible for a crew.

SUPERVISION EXERCISED AND RECEIVED:

Receives general direction from the Electric Utility Superintendent. Supervises the Apparatus Mechanic, Electric Foreman/Forewoman and other subordinate positions.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

- Coordinates work assignments with other City departments supervisory staff.
- Manages and coordinates the construction and maintenance functions of the Division.
- Reviews jobs and job sites prior to crew assignments.
- Arranges and plans system outages with customers and other agencies.
- Coordinates system switching and verifies switching procedures for system outages.
- Coordinates field work with other utilities, developers, customers, contractors and City departments.
- Acts as coordinator between the Engineering and Construction/Maintenance Divisions to resolve field construction problems.
- Inspects job sites prior, during, and after construction for conformance with plans, specifications, rules and regulations.
- Responds to complaints from customers.
- Inspects the distribution and transmission system for deteriorating conditions and implements appropriate corrective action.
- Assists in developing training material for work practices, safety and operational procedures.
- Acts on behalf of the Electric Utility Superintendent in his/her absence.

EXAMPLES OF DUTIES (Cont'd):

Participates in budget preparation.
Marks the jobs site and contracts Underground Service Alert for the marking of underground utilities.
Evaluates and recommends new tools and materials.
Implements the Division's policies, procedures and practices.
Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

Overhead and underground electrical distribution, construction and maintenance.
Methods, materials and tools used in the construction and maintenance of overhead and underground electric distribution, transmission, overhead and streetlighting systems.
Laws, codes and safety rules governing electrical construction and maintenance work including General Orders 95 and 128; National Electric Code and National Electric Safety Code.
Principles of basic electrical and mechanical engineering.
Applicable State and Federal regulations governing safety equipment maintenance and operations.
Safe work practices and procedures.
Principles and practices of supervision.

Ability to:

Plan, organize and supervise the day-to-day activities of the work crews and personnel.
Construct and maintain electrical systems.
Prepare complete and concise reports.
Use and operate personal computer, related software and peripheral equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to education and experience that would likely provide the required knowledge and abilities would be qualifying. A typical combination is:

Education:

Equivalent to completion of high school.

EDUCATION AND EXPERIENCE (Cont'd):

Experience:

Attainment of journey level status through apprentice training as an Electric Lineman/Linewoman and three (3) years increasing responsibility in electric distribution systems construction and maintenance, two (2) years of which were in a lead or supervisory capacity, equivalent to that of Electric Foreman/Forewoman.

LICENSES AND CERTIFICATES:

Possession of the appropriate valid Driver's License from the California Department of Motor Vehicles.

Prior to permanent appointment, a commercial Driver's License A is required as mandated by the State of California Commercial Vehicle Code.

ELECTRIC UTILITY MANAGEMENT ADMINISTRATOR

DEFINITION:

Under general direction, performs administrative duties in support of the activities and functions of the Electric Utility Department; this class has responsibility for the planning, policy development, administration and operation of assigned programs.

DISTINGUISHING CHARACTERISTICS:

The incumbent in this position has the responsibility for development, coordination and implementation of new and ongoing programs and activities and represents the Electric Utility department at meetings of professional organizations and regulatory agencies. The primary focus of this position is on the development and implementation of new customer driven, competition-oriented programs consistent with the policy direction of senior management.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Electric Utility Director. May supervise support staff and subordinates.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

- Develops and implements policies and resource requirements necessary to carry out long and short-term goals.

- Analyzes, reviews and revises policies and practices for conformance with changing regulations and policies, as well as needs directed by long term-planning.

- In consultation with appropriate staff members, reviews and monitors overall financial administration including budget, financial reports, cost of service analysis, rate-making and payments.

- Identifies and analyzes operational problems, working with departmental staff to evaluate alternatives, and implements appropriate solutions.

- Facilitates customer-specific service arrangements.

- Coordinates, develops and implements public affairs for the department, preparing reports, and monitoring progress.

- Serves as liaison to various organizations, such as community and professional groups, official bodies, and regulatory agencies.

- Prepares and presents staff reports to the City Council.

- Performs other duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

The structure and operations of municipal utilities and competing organizations.
Principles and practices of organization, administration, and personnel management.
Pertinent federal, state, and local laws, codes and regulations.
Principles and practices of effective written and oral communication.
Recent developments, current literature and sources of information regarding the electric utility industry.
Computer equipment, software applications and peripherals.

Ability to:

Communicate effectively both orally and in writing.
Prepare and give presentations to the general public, City council, management and department personnel.
Identify problems/issues, collect and analyze data, develop alternatives and select the most appropriate solution.
Interpret and apply federal, state and local laws, policies, procedures and regulations.
Establish and maintain cooperative working relationships with those contacted during the course of work.
Plan, organize, train, assign, review and evaluate the work of others and subordinates.
Conduct performance appraisals, counsel employees, prepare documentation and recommend discipline and merit recognition.
Work independently within general guidelines.
Read, interpret and understand complex rules, regulations and ordinances.
Operate a variety of standard and specialized office equipment including a personal computer and peripheral equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to education and experience that would likely provide the required knowledge's and abilities would be qualifying. A typical combination is:

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a closely related field.

EDUCATION AND EXPERIENCE (Cont'd):

Experience:

Two years of increasingly responsible experience in a public or private utility involving program evaluation and/or implementation.

LICENSES AND CERTIFICATES:

Possession of the appropriate valid Driver's License from the California Department of Motor Vehicles.

MANAGER, BUSINESS PLANNING AND MARKETING

DEFINITION:

Under general direction, manages the Business Planning and Marketing Division of the Electric Utility Department; responsible for the planning, financing, acquisition and operation of bulk power supplies for retail marketing; performs short and long-term electric utility business planning to ensure the continuing benefits of electric utility ownership for the City; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished by the professional level responsibilities relative to policy development, program planning and implementation, and the operations of a division.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Electric Utility Director. Supervises division personnel.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

- Ensures long-term supply of reliable electric power at the lowest possible cost.
- Participates in management and policy-making aspects related to City electric bulk power resources and electric utility revenue management.
- Matches bulk power resources with forecasted customer needs; identifies resources available for marketing to other agencies; estimates short and long-term bulk power costs for incorporation into the Department's budget.
- Develops and implements goals, objectives, policies and procedures to enable the division to meet the business goals of the Department and the City.
- Directs and manages the day-to-day operation of the division and coordinates projects with other divisions both within and outside of the Department.
- Develops and coordinates project schedules and staffing resource assignments.
- Directs the development and maintenance of electric rate and service schedules to achieve required revenues while remaining competitive in the deregulated environment.
- Participates in the development and monitoring of City joint power agency budgets; monitors joint power agency investments and makes recommendations for project financing/refinancing.
- Prepares and administers the divisions' operating and capital budgets.
- Markets resources and develops new electric services and financial products; coordinates Department activities with the Finance Department.

EXAMPLES OF DUTIES (Cont'd):

Develops and monitors power contracts with suppliers and customers.
Identifies customer concerns; works with the Economic Development Coordinator and Community Development Department to retain existing customers and to attract new businesses; assesses impact of electric rate schedules, contracts and services on economic development.
Maintains City representation at various organizations as necessary to follow electric utility business planning marketing activities and participates on external agencies task forces and working groups.
Plans, organizes, assigns, trains, reviews and evaluates the work of subordinate staff.

MINIMUM QUALIFICATIONS:

Knowledge of:

Principles and practices of organization, administration and personnel management.
Mathematics and statistics required for electric utility engineering, finance, cost and rate calculations.
Principles and techniques of computer operations, processes, languages and operating systems.
Recent developments, current literature and sources of information regarding electric utility industry.
Principles and practices of budget preparation and administration.
Pertinent federal, state, and local laws, codes and regulations.

Ability to:

Communicate effectively both orally and in writing.
Prepare and present oral and written reports.
Prepare, present and administer budgets.
Work independently within general guidelines.
Prepare and give presentations to the general public, City Council, management and department personnel.
Interpret and apply federal, state and local laws, policies and procedures and regulations.
Establish and maintain cooperative working relationships with those contacted during the course of work.
Operate a variety of standard and specialized office equipment including a personal computer and peripheral equipment.
Identify problems/issues, collect and analyze data, develop alternatives and select the most appropriate solution.

EDUCATION AND EXPERIENCE:

Any combination equivalent to education and experience that would likely provide the required knowledge's and abilities would be qualifying. A typical combination is:

Education:

Equivalent of a Bachelor's degree from an accredited college or university with major coursework in engineering, business administration, or a related field.

Experience:

Five years of increasingly responsible experience in energy resource planning, financing, acquisition, and operation of bulk energy supplies for residential and commercial marketing or closely related field.

LICENSES AND CERTIFICATES:

Possession of the appropriate valid Driver's License from the California Department of Motor Vehicles.

MANAGER, ELECTRIC SERVICES

DEFINITION:

Under general direction, manages engineering services and activities for the Electric Utility Department; performs project management and related work as required.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished by the professional level responsibilities relative to policy development, program planning and implementation, and the operations of a division.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Electric Utility Director. Provides direction to other staff.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

Develops and implements goals, objectives, policies and procedures to enable the division to meet the business goals of the Department and the City.

Directs and manages the day-to-day operation of the division and coordinates projects with other divisions both within and outside of the Department.

Prepares and gives public presentations.

Reviews/approves requisitions and invoices.

Develops and coordinates project schedules and staffing resource assignments.

Compiles and monitors cost center budget; takes appropriate corrective action when necessary.

Provides direction, technical review and support to staff performing project management, work claims, construction and materials standards.

Manages the City's property management function by assisting in formulating long range asset utilization plans, budgets and reports.

Performs professional engineering work.

Provides professional technical support to other City departments, customers and outside agencies.

Acts as project manager for major projects.

Coordinates multi-year capital improvement plans for electric and facilities and Department buildings and property.

Oversees the design, budget, scheduling, construction and operation of electric and other projects.

EXAMPLES OF DUTIES (Cont'd):

Prepares complex technical reports involving construction, maintenance and operation of the Electric Utility's electric system.
Plans, organizes, assigns, reviews and evaluates the work of subordinates staff.
Solves the most difficult customer relations issues.
Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

Methods, techniques and practices used in the analysis, planning, design, operation, construction and maintenance of an electric transmission/distribution system.
Electrical engineering principles and practices.
Recent developments, current literature and sources of information regarding electric utility engineering and operation.
Principles and practices of budget preparation and administration.
Principles and practices of organization, administration, and personnel management.
Pertinent federal, state, and local laws, codes and regulations.
Computer equipment, software applications and peripherals.

Ability to:

Establish and maintain cooperative relationships with those contacted during the course of work.
Prepare comprehensive and complex technical reports.
Communicate effectively both orally and in writing.
Prepare and give presentations to the general public, City Council, management and department personnel.
Prepare, present and administer budgets.
Respond to the most difficult customer complaints/questions.
Properly interpret and make decisions in accordance with laws, regulations and policies.
Provide professional technical expertise in the registered field to other City Department's staff, customers and other outside agencies.
Direct, plan and schedule work and setup and maintain record keeping systems.
Plan, organize, train, assign review and evaluate the work of others and subordinates.
Conduct performance appraisals, counsel employees, prepare documentation and recommend discipline and merit recognition.
Operate a variety of standard and specialized office equipment including a personal computer and peripheral equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to education and experience that would likely provide the required knowledge's and abilities would be qualifying. A typical combination is:

Education:

Equivalent to completion of a Bachelor's degree from an accredited college or university with major coursework in electrical engineering.

Experience:

Five years of increasingly responsible professional engineering experience, two years of which shall have been in a supervisory or administrative capacity.

LICENSES AND CERTIFICATES:

Possession of the appropriate valid Driver's License from the California Department of Motor Vehicles.

Registration as a Professional Electrical Engineer in the State of California.

MANAGER, ENGINEERING AND OPERATIONS

DEFINITION:

Under general direction, manages the activities and operations of the Engineering and Operations Division of the Electric Utility Department; performs advanced engineering tasks such as planning and design, system protection and coordination, and project design; develops and maintains operating policies and procedures as well as material, engineering and construction standards; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished by the professional level responsibilities relative to policy development, program planning and implementation, and the operations of a division.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Electric Utility Director. Exercises direction over operations and engineering staff.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

Develops and implements goals, objectives, policies and procedures to enable the division to meet the business goals of the Department and the City.

Develops short and long range system studies and plans.

Identifies and implements necessary system expansions/modifications to provide sufficient capacity and quality of power to serve new and existing loads under both normal and emergency conditions.

Performs protection and coordination studies and designs/implements suitable corrective measures for maximum reliability and operating efficiency.

Plans, monitors, evaluates and implements system performance and configuration to obtain maximum reliability and cost effective mode of operation.

Prepares and administers the divisions' operating and capital budgets.

Reviews and approves work orders and project design comments.

Provides technical support and training for department staff.

Plans, organizes and directs customer service programs.

Specifies and evaluates bids/proposals and requests for proposals of equipment, materials, professional services and other department needs as required.

EXAMPLES OF DUTIES (Cont'd):

Writes equipment specifications and test procedures, performs engineering studies, reviews relay protection and setting calculations.
Directs and manages the day-to-day operation of the division and coordinates projects with other divisions both within and outside of the Department.
Develops and coordinates project schedules and staffing resource assignments.
Oversees the operations of computer-based records mapping and SCADA systems.
Administers contracts.
Plans, organizes, assigns, trains, reviews and evaluates the work of subordinate staff.
Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

Methods, techniques and practices used in the analysis, planning, design, operation, construction and maintenance of an electric transmission/distribution system.
Electrical engineering principles and practices.
Recent developments, current literature and sources of information regarding electric utility industry.
Principles and practices of budget preparation and administration.
Principles and practices of organization, administration, and personnel management.
Pertinent federal, state, and local laws, codes and regulations.
Computer equipment, programs and peripherals.

Ability to:

Communicate effectively both orally and in writing.
Organize, direct and coordinate the division activities.
Implement established engineering practices.
Plan and design transmission/distribution, street/area lighting systems and other City electrical projects.
Prepare, present and administer budgets.
Prepare and give presentations to the general public, City council, management and department personnel.
Identify problems/issues, collect and analyze data, develop alternatives and select the most appropriate solution.
Interpret and apply federal, state and local laws, policies, procedures and regulations.
Establish and maintain cooperative working relationships with those contacted during the course of work.

Ability to (Cont'd):

Plan, organize, train, assign, review and evaluate the work of others and subordinates.
Conduct performance appraisals, counsel employees, prepare documentation and recommend discipline and merit recognition.
Operate a variety of standard and specialized office equipment including a personal computer and peripheral equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to education and experience that would likely provide the required knowledge's and abilities would be qualifying. A typical combination is:

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in electrical engineering.

Experience:

Five years of increasingly responsible experience in electric utility engineering including the design and planning of transmission/distribution systems, two years of which shall have been in a supervisory capacity.

LICENSES AND CERTIFICATES:

Possession of the appropriate valid Driver's License from the California Department of Motor Vehicles.

Registration as a Professional Electrical Engineer in the State of California.

SENIOR ELECTRICAL ESTIMATOR

DEFINITION:

Under general direction, organizes, assigns, reviews and performs a variety of sub-professional office and field engineering work within the Engineering and Operations Division of the Electric Utility Department, and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from Electrical Estimator in that it has lead responsibility, performs project planning design and review, and has responsibility for the development and implementation of estimating and construction standards.

SUPERVISION EXERCISED AND RECEIVED:

Receives general direction from the Manager of Engineering and Operations. Exercises lead direction to estimating and mapping staff.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

- Organizes, assigns, schedules and coordinates estimating projects.
- Reviews and checks work prepared by the division for conformance to standards, specifications, rules, regulations and policies.
- Prepares detailed electrical engineering designs, drawings and cost estimates related to the maintenance and construction of a variety of electrical transmission, substation, distribution and lighting systems.
- Assists in the preparation of the division's budget.
- Provides technical direction and training for other department and division personnel and prepares performance evaluations.
- Performs field inspections of construction and job sites as necessary.
- Provides information and direction customers, developers and other City staff.
- Coordinates activities and provides written and oral communication with other departments, customers, developers, engineering firms, other utilities and agencies.
- Prepares a variety of studies and reports related to specific areas of assignment and assists in preparation of short and long range planning.
- Responds to questions and concerns from the public regarding electrical engineering activities and provides information relating to methods and standards.
- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge of:

Fundamentals of engineering methods, materials, and equipment used in the construction and maintenance of overhead and underground electric transmission, substation, distribution and lighting systems.

Pertinent laws, codes and safety orders (e.g. G.O. 95 and 128, N.E.C.).

Principles of electrical theory as applied to circuits and wiring systems.

Principles of cost estimating.

Mathematics commonly used in electrical systems' calculations including algebra, geometry and trigonometry.

Safety practices, clearances and regulations.

Drafting techniques, tools and instruments including computer aided drafting systems.

Basic principles and practices of lead supervision.

Ability to:

Review plans for conformance to rules and regulations.

Plan, assign, review and coordinate multiple projects and the work of others.

Provide lead direction to, train and evaluate the work of others.

Plan, design and estimate costs of electrical transmission, substation, distribution and lighting construction and maintenance projects.

Prepare and maintain accurate records, files and reports.

Communicate clearly and concisely both orally and in writing.

Understand and carry out oral and written direction.

Inspect construction work in progress for conformance with all pertinent regulations, standards and plans.

Make mathematical calculations commonly used in electrical estimating.

Interpret laws, rules and regulations.

Negotiate easements and right-of-ways.

Establish and maintain cooperative working relationships with other employees and the public.

Prepare drawings utilizing both conventional drafting and computer aided drafting techniques.

EDUCATION AND EXPERIENCE:

Any combination equivalent to education and experience that would likely provide the required knowledge's and abilities would be qualifying. A typical combination is:

Education:

Completion of high school or its equivalent.

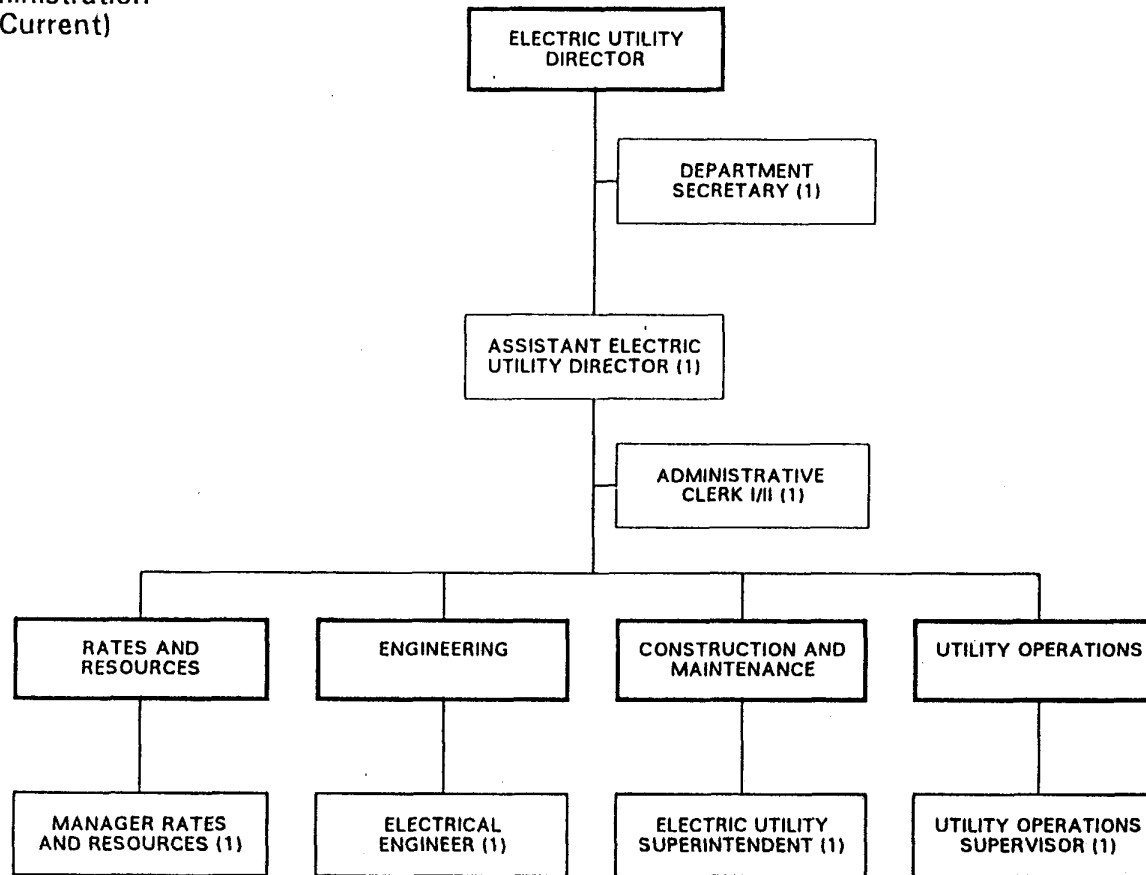
Experience:

Three years of experience performing the duties equivalent to Electrical Estimator.

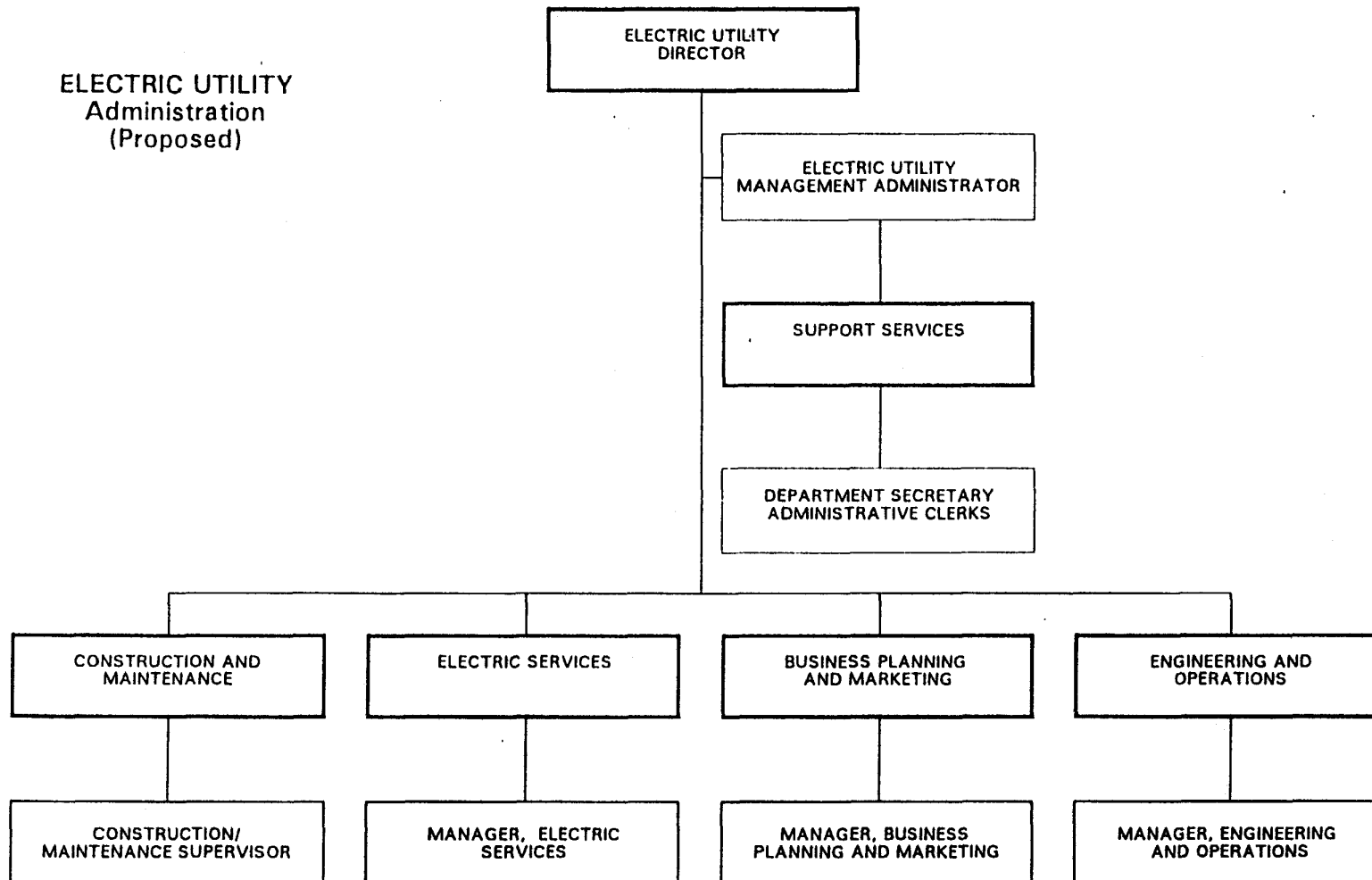
LICENSES AND CERTIFICATES:

Possession of the appropriate valid Driver's License from the California Department of Motor Vehicles.

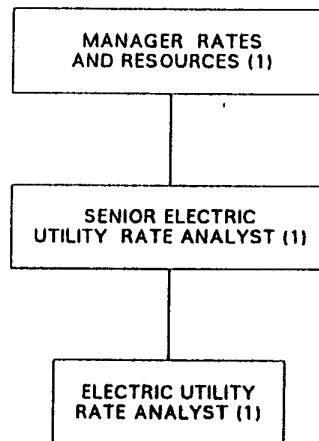
**ELECTRIC UTILITY
Administration
(Current)**



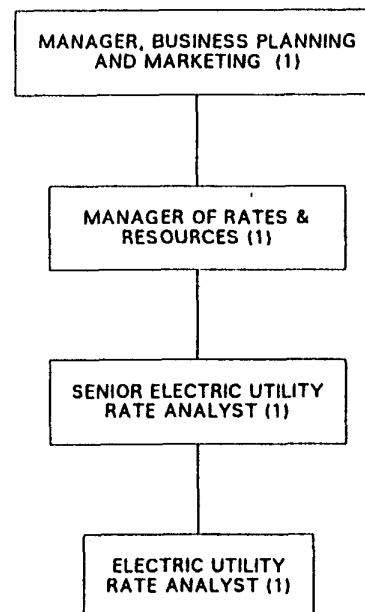
**ELECTRIC UTILITY
Administration
(Proposed)**



**ELECTRIC UTILITY
Rates and Resources
(Current)**

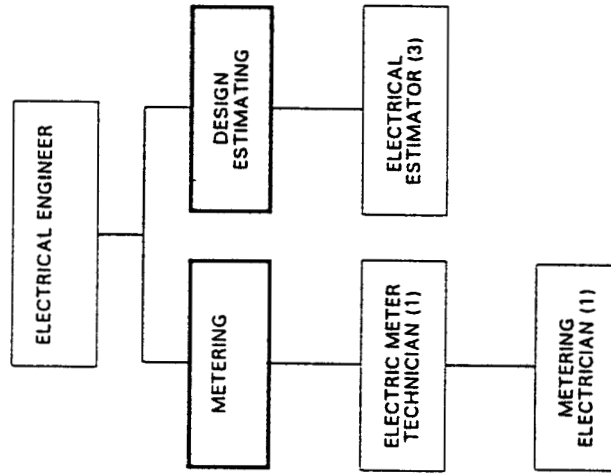


**ELECTRIC UTILITY
Business Planning & Marketing
(Proposed)**

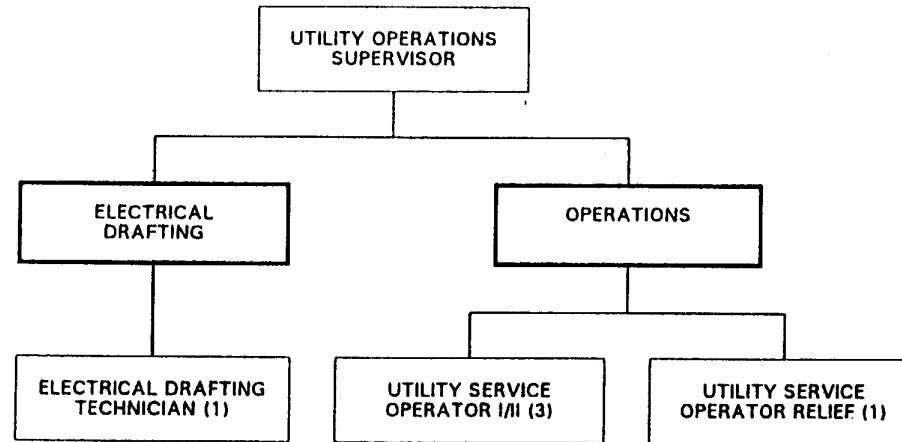


***3 positions to
be filled in fiscal
year 95/97**

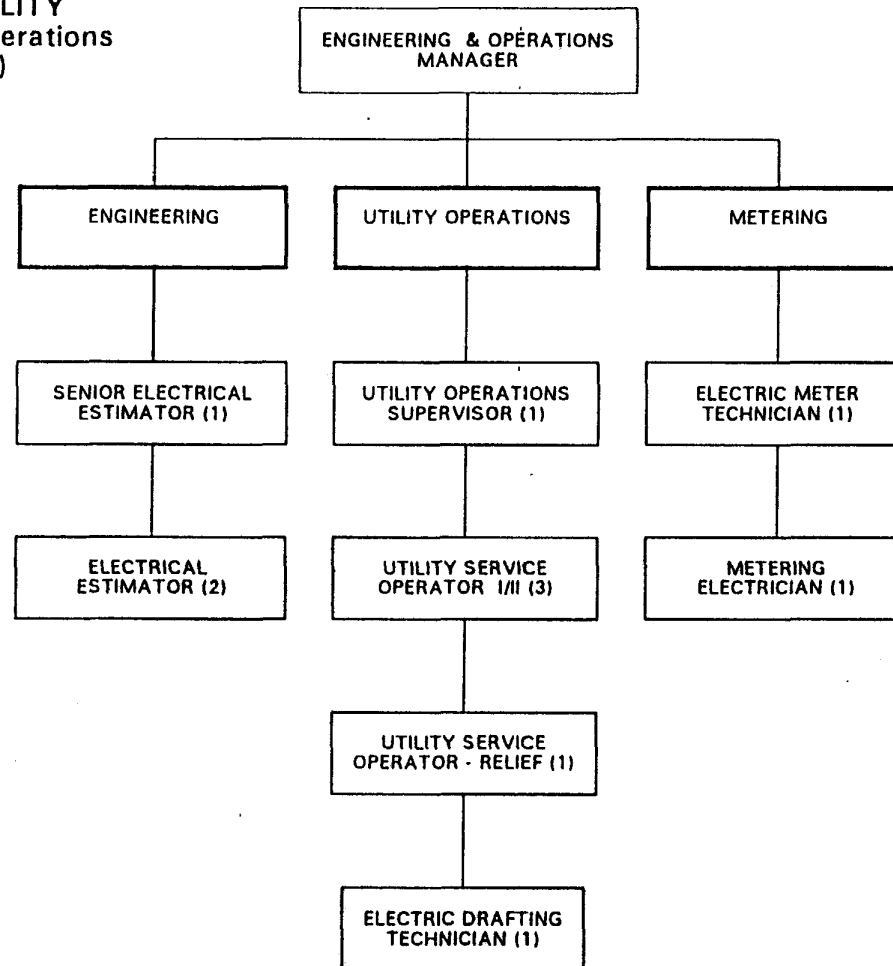
ELECTRIC UTILITY
Engineering
(Current)



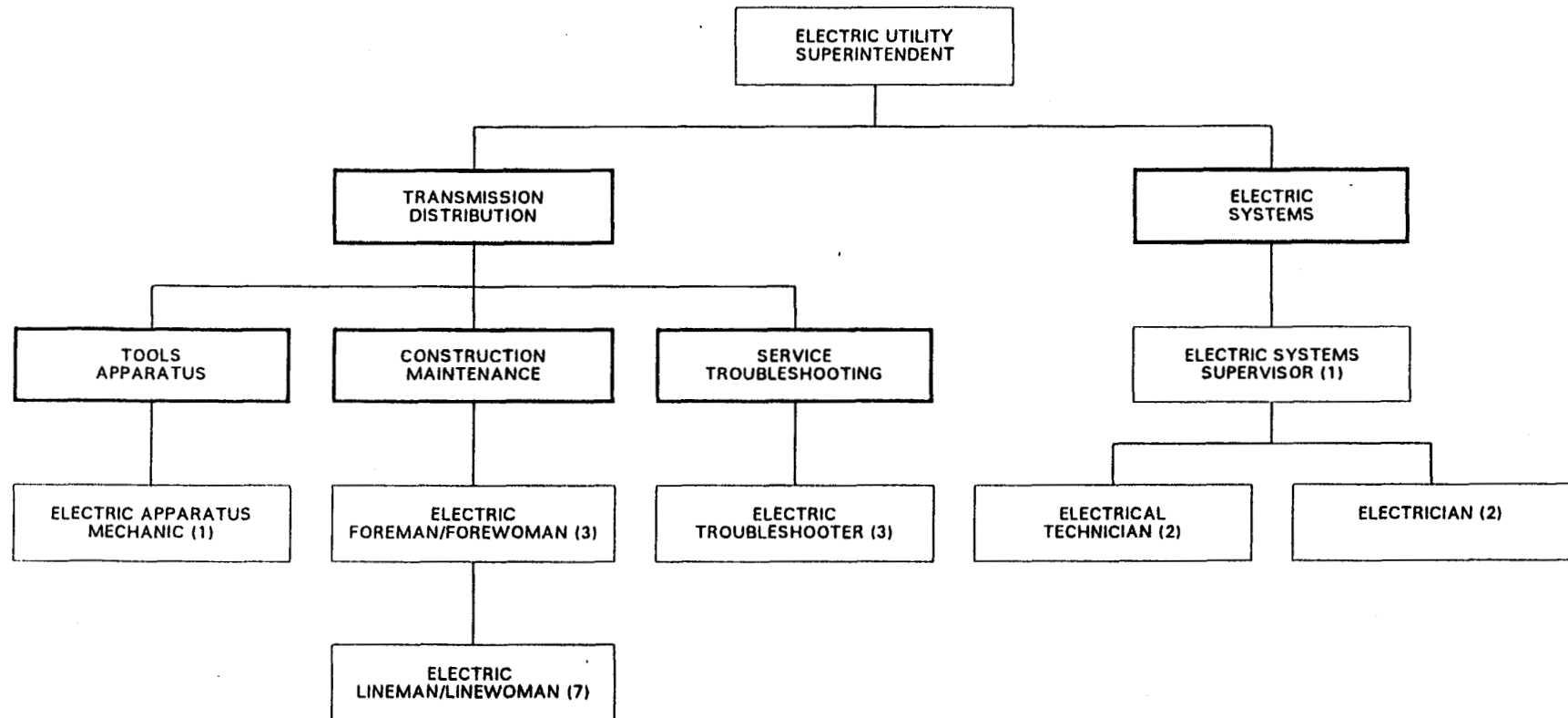
ELECTRIC UTILITY
Utility Operations
(Current)



ELECTRIC UTILITY
Engineering & Operations
(Proposed)



ELECTRIC UTILITY
Construction & Maintenance
(Current)



**ELECTRIC UTILITY
Construction & Maintenance
(Proposed)**

